Instructions to Enroll in Direct Deposit in Campus Connection

- 1. Go to <u>www.NDSCS.edu</u>.
- 2. Click on **Campus Connection.**
- 3. Enter your *Username* and Password.
- 4. Under the *Student Center* select **Enroll in Direct Deposit.**

5. Click on Enroll in Direct Deposit.

6. In the **Add Bank Account Details** screen you will add a *Nickname*, choose an *Account Type* (checking or saving), and fill in your *Bank Routing Number*, *Account Number* and the *Account Holder Name*. Click **Next**.



You will need your Bank Routing Number (1) and Account Numbers (2) found on your check blank (see example). NOT your debit card number!

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PLEASE NOTE- this enrollment will stay active for all 11 NDUS colleges until you request in writing that it be revoked. You may change your bank information as necessary, but a Business Office employee will need to cancel the Direct Deposit for you. Closing a bank account will not suspend the Direct Deposit, it will only delay your refund.

7. If you need to change your account information or add another bank account do so in this area. After entering your Banking information, you will need to ENROLL that account as the one to use for refunds.

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8. Choose the account to use and click *Proceed to Enroll in Direct Deposit.* Highlight the account you wish to use and click *Proceed to Enroll in Direct Deposit.*

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- 9. From the **Bank Account Nickname** drop-down, choose the account to use and click *Next*.
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- 10. To continue in the process you will need to agree to the terms and conditions. Click Yes and Submit.

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Questions? Contact Business Affairs by phone at 800-342-4325 ext. 32216 | 701-671-2216 or by email at NDSCS.BusinessAffairsOffice@ndscs.edu